

Town Manger Job Description

Town of Fairfax

The Fairfax Town Manager serves as chief administrator and provides general supervision of town affairs, and works to ensure that the business of the town is administered in a manner that is consistent with the public good.

While the Town Manager works independently, he or she will be subject to the direction and supervision of the Selectboard and be guided by the town plan, adopted policies, and ordinances, as well as the powers set forth in Chapter 37 of Title 24 of the Vermont Statutes.

The Town Manager is responsible to develop and over the Town budget, financial planning and management, personnel administration, facility management, procurement, public works, community development and public relations

The Town Manager also assists the Selectboard in developing sound public policy by offering recommendations and implementing the board's policies and decisions.

The Town Manager directs and supervises staff, including all full-time and part-time employees. The Town Manager does not supervise elected officials.

Qualifications

A Bachelor's degree in public administration, business management, or relevant field is required with a working knowledge of municipal practices, budgeting, finance, and public relations. Previous experience in municipal government is desired.

Duties and Responsibilities

The Town Manager shall have the authority and duty to:

General

- Assist the Selectboard as required including preparing an agenda and related materials for all Selectboard meetings and attending all meetings unless otherwise directed.
- Perform other duties as assigned by the Selectboard.
- Assist elected officials when requested and deemed appropriate.

To perform all duties now conferred by law upon the Selectboard, except the Manager shall not:

- a) Prepare tax bills
- b) Sign orders on any funds of the Town
- c) Call Special or annual Town Meetings
- d) Lay out, alter or discontinue highways
- e) Establish and lay out public parks
- f) Make assessments
- g) Award damages
- h) Act as a member of the Board of civil Authority
- i) Act as a member of the Liquor Control Commission:
- j) Make appointments to fill vacancies for elected or appointed boards or commissions that the Selectboard is now authorized to fill

Personnel

- Recruit, hire, evaluate, direct, supervise and if necessary discipline and terminate town employees subject to the personnel policy approved by the Selectboard as authorized by 24 V.S.A. § 1121. The Selectboard shall be consulted prior to hiring or firing of any department head.

Town Manager may request the assistance of the Selectboard in evaluating and interviewing candidates for department head positions.

Operations

- Perform all the duties of road commissioner conferred by law.
- Have charge, control, and supervision of the following matters as listed in 24 V.S.A. § 1236 (4), (9):
- Repairing all public buildings as necessary as well as all construction done by the town, unless otherwise specially voted at town meeting;
- Maintenance of parks and playgrounds;
- Helping to prepare and ensure the accuracy of the annual Town Report;
- Signing all town contracts as authorized in the Town's Purchasing Policy and the Selectboard
- Planning and overseeing all phases of various town projects.

Finance

- Act as general purchasing agent of the Town.
- Supervise the expenditure of all special appropriations of the town unless otherwise voted by the town.
- Prepare a draft town budget for the Selectboard to review and amend as it deems necessary.
- Seek and procure funding sources, including grants, and prepare grant applications for Selectboard approval.

Planning

- Help the Selectboard develop, update, and implement long-range strategic plans.
- Develop new program needs and directions, identify resources to accomplish programs, and recommend actions to the Selectboard.
- Implement the policy decisions of the Selectboard.
- Attend other meetings as needed.
- Ensure that standard operating procedures and best practices are in place and followed by all departments.

Knowledge, Skills, and Abilities

- General knowledge of the operations of Vermont municipal government and state and federal Laws affecting municipalities.
- Working knowledge of municipal management, community problems, and potential solutions.
- Working knowledge of municipal, state, and federal programs and decision-making processes.
- Working knowledge of financial administration and the design of financial accounting and reporting systems.
- Working knowledge of the theory and practice of public personnel administration.
- Working knowledge of administrative organization.

- Ability to work and communicate effectively, orally, and in writing, with the Selectboard, town officers, Employees, the media and the public.
- Ability to resolve conflict.
- Ability to listen to and accept criticism.
- Knowledge of computerized accounting, communications, and other applications.
- Working knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) rules and standards.
- While not a requirement, it is hoped that the town manager will take an active interest in and attend a variety of town functions outside the direct scope of the duties of the position.

CONDITIONS OF EMPLOYMENT

The job is a part-time, hourly position and he or she is required to attend Selectboard meetings. Requirements also include residence in or near Fairfax (preferably within a 30-minute drive), a valid driver's license and a personal vehicle to use when traveling on Town business.

The Town Manager also serves as a Town Official

Positions to be discussed with Selectboard

Communication

- Coordinate communication of information among all town committees and municipal personnel, including elected, appointed officials and employees.
- Communicate regularly with the Selectboard, staff, and the public on town business and matters of public interest.
- Communicate with neighboring town administrators and managers on matters of mutual concern.
- Communicate with state representatives and senators to ensure that Fairfax is properly represented in the state legislative process.
- Be a liaison to:
 - Vermont League of Cities and Towns
 - Fairfax Volunteer Fire Department
 - Federal Emergency Management Agency
 - Vermont State Police and Franklin County Sheriff's Department
 - BFA Fairfax School District